Chapter 1

GENERAL AND ADMINISTRATIVE

(AFMC forms and publications referred to in this chapter are for AFMC use only and are not available for general Air Force use.)

1.1. Purpose: This manual is provided for use by AFMC management and item managers (IM), which contains or references all peculiar vehicular management policies, and procedures.

1.2. Scope:

1.2.1. The policies and procedures prescribed herein are for the overall direction of personnel involved with the reporting, management, and procurement of the AF vehicles.

1.2.2. No deviation to this portion of the manual will be made unless specifically authorized by WR-ALC/LE.

1.3. Objectives:

1.3.1. Provide a single publication containing or referencing policies and procedures applicable to the management of the USAF vehicular equipment program.

1.3.2. Ensure standardization and uniformity of vehicular equipment management at HQ USAF and WR-ALC level.

1.4. Responsibilities:

1.4.1. Headquarters USAF.

1.4.1.1. Discharge of those responsibilities outlined in AFMAN 23-110 VOL IV, Part One, Chapter 2.

1.4.1.2. Receive, review, and insure implementation of DoD directives relative to vehicular equipment management (ILPR/ILGV).

1.4.1.3. Delegates final approval authority relative to allowances for vehicular equipment within the Air Force (ILPR) to WR-ALC/LETA.

1.4.1.4. Develop and/or approve policies and procedures relative to logistics management of vehicular equipment within the Air Force (ILGV).

1.4.2. Logistics Management Specialists, WR-ALC/LESV will:

1.4.2.1. Serve as focal point and advocate for the Support Equipment and Vehicle PGM.

1.4.2.2. Establish objectives, plans and programs to assure continuous product/process improvement and logistics support.

1.4.2.3. Direct IPTs in revising, planning, programming, phasing, and requirements data as appropriate, obtaining assistance of supporting IMs in developing materiel support plans as required.

1.4.2.4. Assist IPTs in accomplishing the full range of system programming and participate with the system project officer in system/program development.

1.4.2.5. Develop/prepare required logistic planning documents.

1.4.2.6. Review system status, be cognizant of phasing/status of provisioning and weapon system equipment component lists.

1.4.2.7. Review planning documents in addition to those cited, insuring coverage of materiel support requirements/provisioning providing supplemental planning, programming, and phase data to SMs and supporting IMs.

1.4.2.8. Participate as required in engineering inspections, provisioning, facilities capability reviews, test programs, maintenance prototyping and design evaluations. Insure integration of government furnished, contractor furnished, and SE in conjunction with supporting IMs.

1.4.2.9. Accept and manage, through completion, procurement plans from other operating agencies coordinating technical problems with the functional elements of the division.

1.4.2.10. Receive, evaluate, analyze, develop, and implement all required actions received from Air Force or other agencies, relative to the ALC assigned commodities.

1.4.2.11. Schedule submission of budget estimates, financial plans, procurement plans, and other management data pertaining to the logistics management of vehicular equipment within the Air Force.

1.4.2.12. Develop and implement detailed instructions for preparation and submission of vehicular equipment reports, substantiating the buy/budget programs of DoD and Air Force.

1.4.2.13. Remain cognizant of all procedures and status of the AF program as reflected in USAF programming document, program guidance, and war plans, insuring that required support is rendered.

1.4.3. Vehicle Item Management Division, WR-ALC/LESV will:

1.4.3.1. Serve as the AFMC inventory management focal point for: federal supply groups 17, 22, 23, 24, 38, 39, 42, and 49; federal supply classes 1740, 2210, 2310, 2220, 2320, 2230,2350, 2410, 2420, 3805, 3810, 3820, 3825, 3830, 3895, 3910, 3920, 3930, 3950, 4210, 4940, materiel management aggregation codes "BT", "CT," "YW".

1.4.3.2. Support and respond to approved system program dates.

1.4.3.3. Distribute or allocate materiel to points of use as determined by Major Commands.

1.4.3.4. Perform required services for assigned materiel.

1.4.3.5. Receive and comply with directives and policies provided by HQ USAF/ WR-ALC.

1.4.3.6. Validate data furnished by major commands in the Air Force Equipment Management System/Registered Equipment Management AFEMS (C001) utilizing controlled inventories, allowances, and other pertinent data furnished by HQ USAF/ ILPR. Advise Major Commands of discrepancies.

1.4.3.7. Comply with procedures in AFMCMAN 23-4, as revised, in the computation of vehicular requirements, as computed by the Air Force Requirements System (D039).

1.4.3.8. Fill approved vehicle authorization shortages for organizations in being and new activations, utilizing redistribution of excess vehicles and the Vehicle buy Program.

1.4.3.9. Issue redistribution/disposition instructions, as appropriate, for command excesses.

1.4.3.10. Ensure compliance with chapter 4 regarding allocation distribution/redistribution of vehicular equipment.

1.4.3.11. Ensure utilization of AFEMS (C001) products to determine availability of excess vehicles when accomplishing allocation, distribution/redistribution of vehicular equipment.

1.4.3.12. Ensure that all AFEMS/REM products are analyzed and evaluated (chapter 6).

1.4.3.13. Ensure adequate and timely support to-all USAF and international logistics program activities directly or through supporting IMs.

1.4.3.14. Receive and process requests from Major Commands for local purchase authority.

1.4.3.15. Receive and process requests from Major Commands for assignment of REMS registration numbers for vehicles received from sources other than new production.

1.4.3.16. Validate and confirm command submitted vehicle buy requirements.

1.4.3.17. Prepare budget submission based on command submitted vehicle buy requirements. Present and defend requirements to HQ USAF/ILPR with the assistance of program managers, engineers and equipment specialists.

1.4.3.18. WR-ALC/LESV registered equipment management systems (REMS) manager allocates approved buy/budget vehicles to the Major Commands.

1.4.3.19. Receive shipping instructions and requests for optional equipment from the Major Command on allocated quantities. Review with program manager, engineers and equipment specialists for finalization of ordering data and coordinating changes with the Major Commands. Revise shipping instructions as directed by the Major Commands.

1.4.3.20. Initiate request for Acquisition Data Support Worksheet.

1.4.3.21. Initiate request for Acquisition Method Code screening.

1.4.3.22. Initiate requests for Contract Data Call Requirements.

1.4.3.23. Receive and validate funds. Initiate requests for reprogramming of funds as identified by the Major Commands.

1.4.3.24. Provide complete procurement document/package to the appropriate procuring activity.

1.4.3.25. Monitor status of procurement document, providing additional information, funds, quantity and destination changes, etc. as requested by the buyer.

1.4.3.26. Notify the Major Command of contract award and estimated delivery date.

1.4.3.27. Assign registration numbers to all new production vehicles.

1.4.3.28. Initiate requests for catalog action for the assignment of new NSN's.

1.4.3.29. Receive and process requests from the major commands for long-term lease approval.

1.4.3.30. Issue command levies as directed by HQ USAF/ILPR.

1.4.3.31. Develop requirements for overseas shipments for new production vehicles for the Second Destination Transportation (SDT) budget.

1.4.4. Vehicle Engineering and Reliability Division, WR-ALC/LEEV will:

1.4.4.1. Provide or insure adequate and timely maintenance technical support to all Air Force, and international logistics program activities on a worldwide basis.

1.4.4.2. Review and recommend additions, deletions or changes to AF policy and procedural regulations and manuals. Prepare new and revise technical orders.

1.4.4.3. Perform the Reliability Analysis during provisioning and source code conferences, to determine required spares.

1.4.4.4. Ensure an effective maintainability and reliability program, including review and evaluation of specifications.

1.4.4.5. Maintain liaison with Major Commands, system managers (SMs), IM and industry to identify potential and existing maintenance engineering problems; develop and recommend preventative or corrective action.

1.4.4.6. Participate in standardization, status classification, and interchangeability determination and utilization.

1.4.4.7. Perform verification of new time compliance technical order kits or update existing kits by making prototype installation of kits.

1.4.4.8. Prepare or provide for and issue required technical orders. Perform review, and verification of technical orders. Insure accuracy of published technical orders by conducting post-publication reviews and preparing content of revisions.

1.4.4.9. Assist integrated process teams (IPTs) and MAJCOMs in recommending the basis of issue of vehicles and support equipment (SE). (Allowance standards ASC 019 thru 037 and 457).

1.4.4.10. Support IPTs in the development and revision of materiel support plans, test support tables, initial spare support lists, war readiness spares and spare parts.

1.4.4.11. Evaluate, analyze, and take corrective action on reported deficiencies reported through materiel improvement projects, service bulletins, and/or materiel deficiency reporting.

1.4.4.12. Determine/perform depot level equipment modifications coordinating with the production management division regarding allocation, scheduling and accomplishment by overhaul facilities, depot or civilian contractors.

1.4.4.13. Provide assistance in the preparation of work specifications.

1.4.4.14. Develop guidance for contract technical services personnel for initial indoctrination of AF personnel regarding operation and maintenance of equipment.

1.4.4.15. Participate in engineering inspections, facility capability reviews, test programs, design evaluations, and associated functions (AFR 80-14).

1.4.4.16. Maintain an effective materiel safety program on systems and equipment .

1.4.4.17. Develop and maintain a current control program for materiel.

1.4.4.18. Review contents of modification and repair kits for conformity with kit policy and procedures.

1.4.4.19. Analyze experience and performance data to provide management of high cost items including product performance, logistics requirements service life and failure rates.

1.4.4.20. Provide follow-up requirements of supply support at other agencies.

1.4.4.21. Determine the need and assign a qualified maintenance representative to assist the officer in charge of the AF team at the contractor's plant.

1.4.4.22. Assure availability of all technical and engineering data required concurrently with modification/maintenance of assigned items. Review and assemble the complete data package, assuring delivery to bidder, contractor, or depot repair facility, as appropriate.

1.4.5. Vehicle Production Management Specialist, WR-ALC/ LECB will:

1.4.5.1. Assist IPTs in providing timely maintenance support of materiel assigned to Air Force and international logistics program activities worldwide.

1.4.5.2. Accomplish depot level maintenance in compliance with policies established in T.O. 36-1-191. Requests will be established by major commands and IPTs. Work will be accomplished by interservice support agreement or contractor facilities.

1.4.5.3. Ensure that qualified maintenance representation is provided in pre-award surveys of maintenance service contractors.

1.4.5.4. Ensure the assignment of qualified maintenance representation to assist the DoD (DCMAO) who will be responsible for signing acceptance of government equipment.

1.4.5.5. Develop work specifications on assigned materiel undergoing depot level repair.

1.4.5.6. Resolve materiel support problems affecting depot level maintenance production accomplishment.

1.4.6. Vehicle Program Control Division, WR-ALC/LETF, will:

1.4.6.1. Provide for all directorate administration functions.

1.4.6.2. Prepare and manage financial plans, budget estimates and procurement programs for the division.

1.4.6.3. Accept, manage, and report status of procurement authority.

1.4.6.4. Prepare/assist in the preparation of status reports, advising operational elements of programming changes as required.

1.4.6.5. Provide current centralized status and control for all directorate initiated military interdepartmental purchase requests/purchase requests throughout the entire procurement cycle. This status and control is maintained through coordination with the data products.

1.4.6.6. Provide status and analytical data of all vehicular equipment on an as required basis for interested agencies.

1.4.6.7. Monitor the worldwide AFEMS/REM to reflect current location, status, condition and age. Act as liaison between CEMO and all elements of WR-ALC concerning AFEMS (C001) reporting. Maintain and operate the Consolidated Analysis and Reporting System (CARS/D101) for the all encompassing management of vehicle authorizations, assets, requirements, and acquisition.

1.4.6.8. Manage consolidated vehicle buy submissions and formulate the annual budget.

1.4.7. Equipment Allowance Division, WR-ALC/LETA will:

1.4.7.1. Develop, publish, and maintain allowance standards supporting worldwide USAF Missions for vehicles.

1.4.7.2. Evaluate allowance change requests from major commands and determines the type and quantity of vehicles required to support all Weapon systems and USAF installations.

1.4.7.3. Chair allowance standard reviews to determine the type and quantity of vehicles

Required to support all levels of maintenance.

1.4.7.4. Represent HQ USAF as the final approval authority for all USAF vehicle allowances.

1.4.7.5. Provide allowance standard analysis data as necessary.

1.5. Definitions

1.5.1. The following definitions are applicable to Registered Equipment Management (REM) reporting.

1.5.1.1. Vehicular Equipment-All types and designs of vehicles funded in BP82 and managed by WR-ALC. Six basic categories are included, that is, passenger carrying, cargo and utility, special purpose, fire fighting, materiel handling equipment, and base maintenance equipment. The preceding categories may be of either commercial or military design.

1.5.1.2. REM Vehicular Equipment - This term will apply only to those vehicular items assigned Budget code V or X.

1.5.1.3. Non-REM-Vehicular Equipment -That vehicular equipment not assigned Budget Code V or X.

1.5.1.4. Air Force Equipment Management System (AFEMS)-Total AF equipment management program for bases and commands.

1.5.1.5. Registered Equipment Management - This term applies to that segment of the AFEMS (C001) vehicular equipment which has been assigned registration control numbers (AFI 24-301).

1.5.1.6. Vehicle Management Data - Unique data used to determine replacement criteria and control vehicle accounting.

1.5.1.7. Vehicle Equivalent - A unit of measure that denotes the maintenance complexity of a vehicle or item of equipment.

1.5.1.8. Miles/Kilometers - The life expectancy expressed in thousands of miles/kilometers/hours depending upon the MHKU code. Example: 082 means 82,000.

1.5.1.9. Life Expectancy (Years) - The expected life of a vehicle expressed in years.

1.6. AFEMS (C001)

1.6.1. The AFEMS (C001) is a relational data base management system that provides worldwide on-line visibility of vehicle requirements, REM data, and asset data; on-line capabilities to update selected information; and recommend allowance changes, initiate vehicle redistribution actions; on-line visibility of allowance data; and E-Mail notices to advise equipment managers of changes and required actions. Detailed capabilities of the AFEMS (C001) are outlined in AFMAN 23-110, Volume IV, Part Two, and the AFEMS (C001) Users Manual.

1.6.2. The AFEMS (C001) will provide the IMs with ten functions (five on the classified system) after successfully logging on to the AFEMS (C001). These functions provide the users with the capability to view data in different media, output data to printers, transfer data to files, input data on-line, and manipulate data to satisfy unique user needs. The AFEMS (C001) Users Manual provides detailed log on/off procedures, explanation of each function, and how to use these functions. The AFEMS (C001) will provide an explanation of each predefined query/transaction to include its purpose and data element definitions and value through its help options.

1.6.3. The modernization of the AFEMS (C001) has changed some aspects of equipment management for the vehicle IMs. Even though these new capabilities are described throughout this manual, you will have to use the AFEMS (C001) User Manual which provides detailed instructions for using the various system options.

1.6.4. Users who need access to the AFEMS (C001) will complete an AFEMS Access Request to obtain an AFEMS (C001) user ID and password. The routing of this request is determined by the user classification requirements. The AFEMS (C001) maintains data classified up to Secret. The user must submit separate requests if they require access to both classified and unclassified data.